

Hello Shelley Giacalone,

Jose Lujan 0254819 is enrolled in COMS 045.103 - SMALL GROUP COMMUNICATION (CRN: 122456) in Fall 2024 and qualifies for the services indicated below. The student may choose not to implement all accommodations for which they are eligible.

In addition to this letter of notification, we encourage students to discuss their accommodations with their instructors. In order to protect the student's right to confidentiality, please discuss the student's disability or accommodations in private. It is the student's decision whether to share specifics about their disability.

If you have general questions regarding the implementation of accommodations, please contact SAS at sjcc.sas@sjcc.edu or (408)288-3746.

1. Digital Notetaking

- ***Digital Notetaking Assistance***

Student eligible for digital notetaking assistance. All recordings and/or transcriptions are for the student's personal use only (sharing or distributing the information is expressly prohibited).

2. General Accommodations

- ***Audio Recorded Lectures***

Students are eligible to audio record lectures. The student has signed the Digital Recording Agreement which entails that the student will not share the instructor's intellectual property.

- ***Short breaks (Classroom)***

5-10 minute breaks as needed to manage symptoms

3. Testing Accommodations

- ***2X Standard Exam/Quiz Time***

Double time (2.0X) on quizzes, tests, exams, and timed essays

- ***Reduced Distraction Test Location***

Student is eligible to take exams in a distraction-reduced environment, such as the Proctoring Center

- ***Short Breaks (Testing)***

Student may need to take breaks during a test. Student will leave backpack and all electronic devices in classroom and/or Proctoring Center while on break.
15 minutes of break per assessment, unless otherwise specified.

- ***Spell Checker***

Student may use a spell checking tool or software during exams.

If your student will use the SAS Proctoring Center for in-person timed assessments, it is your responsibility as

the instructor to confirm exam details and instructions. Students need to reserve a seat in the Proctoring Center at least 4 business days before tests/quizzes and 10 business days before of final exams. They will not be able to schedule their assessment until SAS receives instructor confirmation.



Student Accessibility Services (SAS)

San Jose City College

2100 Moorpark Ave.

San Jose, CA 95128

Robert N. Chang Student Center 106 (SC-106)

Phone: 408-288-3746

Video Phone: 408-831-3131

Email: sjcc.sas@sjcc.edu

Reference Code: 1